

5 FAH-1 H-720 ATTENTION INDICATORS

(TL:CH-2; 05-30-1998)

5 FAH-1 H-721 USE

(TL:CH-2; 05-30-1998)

a. The Attention Indicator (or SLUG Line) PASS, FOR, FOR ONLY, and FROM are used on the Caption line to direct telegrams to a specific office or individual. If used in conjunction with a caption, the caption should precede the attention indicator. Otherwise, the attention indicator is followed by the office symbol and name. When directed to more than one office, the first office listed will receive action.

b. Drafters use the attention indicators in this section based on the instructions outlined below.

5 FAH-1 H-722 PASS

(TL:CH-2; 05-30-1998)

a. Use PASS only when direct communications to another government agency does not exist. The Department or post will provide information to that agency.

b. Use H PASS indicator for members of Congress. This phrase may be followed by other office symbols to which the telegram should be disseminated, e.g., "ALSO FOR CA." Indicate relay addressee instructions after the subject or reference line, beginning with the word "TO": and followed by "SENATOR JOHN B. SMITH, WISCONSIN." Include telephone and telex numbers if available. Telegrams intended for members of Congress concerning Indochinese Refugee Matters should contain the attention indicator "HA/ORM PASS."

5 FAH-1 H-723 FOR

(TL:CH-2; 05-30-1998)

Use the attention indicator FOR in conjunction with a name or office symbol or both to identify the recommended action office.

Example:

FOR SO/DO JOHN DOE

5 FAH-1 H-724 FOR (OFFICE) ONLY (NAME)

(TL:CH-2; 05-30-1998)

Use FOR (office symbol) ONLY (name) ONLY to restrict distribution to the action office or officer.

Example: FOR S/S ONLY JOHN DOE

5 FAH-1 H-725 FROM

(TL:CH-2; 05-30-1998)

a. Use the attention indicator FROM in conjunction with a name and office symbol to identify the originating office and officer, and to assist in determining the telegram distribution.

b. FROM may also be used when the Chief of Mission is absent from the capital but remains within the country of assignment and has not relinquished charge of the mission. The Chief of Mission may authorize an officer to identify telegrams sent to the Department if it is not clear that the telegram reflects the personal views of the Chief of Mission.

5 FAH-1 H-726 THROUGH H-729 UNASSIGNED